

JOSEPH CHAIBAN

DOUAR,
Lebanon
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SUMMARY OF QUALIFICATIONS

- 18 years of experience in management Accounting & Finance
- Excellent oral and written communication skills both in English and Arabic
- Excellent computer skills including detailed understanding of MS Office applications
- Sound experience of preparation of management accounts
- Ability to work to tight deadlines

PROFESSIONAL EXPERIENCE

Finance and accounting manager - Hoojoozat.com & Nakhal & Cie (2008 - present)

As Manager Accountant Finance, my job consists of managing all aspects of the companies' financial records.

Key responsibilities:

Daily movement summary
Monthly p&l and quarterly.
Yearly financial plan
Balance sheet
Monthly and yearly cash flow
Monthly sales report
Social security and tax, vat declaration.
Develop accounting system and reporting with software engineers
Controlling supplier's reconciliation
Manage client accounts, credit, payment schedule
Negotiate deals with banks and other financial institutions to maximize company benefits

Municipality member, director and chief accountant - Municipality of Douar Metn – Lebanon (2004-present)

As an executive manager and accountant, my job consists of managing all aspects of the municipality including financial records, preparing of the budget and follow up

Key Responsibilities

- Preparation of fiscal budget
- Maintenance of cash flow forecast
- Treasury management
- Payroll management
- Issuing checks through Bank Of Lebanon
- Contact between municipality of Douar, internal affairs and ministry of finance

Chief Accountant & Finance - Fiorbal Establishment (Wholesaler and distributor of pastry's products, souvenirs, accessories...) Zouk Mosbeh (1995 - 2007)

As a Chief Accountant Finance, my job consists of managing all aspects of the companies' financial records, including purchasing, customer invoicing, credit control & VAT as well as payroll and ad-hoc expense payments.

Key Responsibilities

- Financial record keeping
- Customer credit control
- Payroll management
- Business bank account management, including bank reconciliation
- Maintenance of Cash Flow forecast
- Liaison with outside agencies – bank, customers, suppliers, auditors & accountants
- Preparation of management accounts
- Treasury management

EDUCATION

Saint Joseph American College

Business Accounting (accounting & auditing) July 1995

SAINT JOSEPH SCHOOL, Cornet Chahwan

Baccalaureate in Commercial Sciences-Concentration Accounting June 1992